



VOLUME 19 ISSUE 4

KCJIS NEWS

NOVEMBER 2017

NEWS FROM THE KBI HELP DESK

JAVIER BARAJAS, NETWORK CONTROL TECHNICIAN III KBI

JEFFREY DOWNING, NETWORK CONTROL TECHNICIAN III KBI

SSAP Sun Setting

If your agency has SSAP servers and/or SSAP stations (CAD, MDT or RMS) connections to the Central Message Switch (CMS), *time is running out*. Effective July 1st, 2018, support for legacy SSAP protocol will be discontinued.

All SSAP servers and stations will be disconnected from the CMS. If you wish to continue your connection through the CMS you will need to update your server and stations to the new KSIP protocol by July 1st, 2018.



Part of the conversion to KSIP will require certification through the KBI Help Desk. Please review the Interface Developer Packet 1.1 on the KCJIS Web Portal, specifically section IV - Procedure and Action Steps. The process to convert to the new KSIP Protocol can

take 2 weeks to 2 months depending on the knowledge of your vendor and testing. You are encouraged to schedule certification times with the KBI Help Desk in advance to ensure timely certification and review of your submitted data.

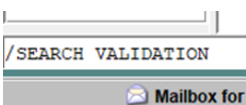
A complete list of documents to provide to your vendor is as follows:

- Interface Developer 1.1
- Kansas Message Key Book 6.1
- KBI Vehicle IEPD_1.2
- KBI_DL_IEPD_1.0.9
- KCJIS Central Message Switch Developer Guide 1.1
- NLETS NIEM 4.1 Schema
- OFML Interface Specification 2.0
- OpenFox Foxtalk Specification 1.1

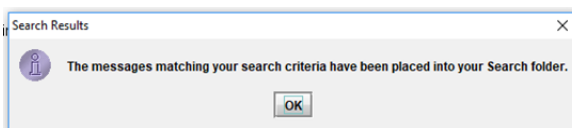
Please coordinate with your vendor and provide them the necessary documents to convert your SSAP server to KSIP. If you have any questions, feel free to contact the KBI Help Desk.

Did You Know?

Did you know, in Open Fox Messenger you can quickly search your messages for text from the quick query bar? Type /SEARCH into the quick query bar, then a space, and then whatever text for which you wish to search. When you press Enter, Messenger searches your messages. E.g. /SEARCH VALIDATION



Once you press Enter, you will receive the following popup:



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NEWS FROM THE KBI HELP DESK, CONTINUED

JAVIER BARAJAS, NETWORK CONTROL TECHNICIAN III KBI

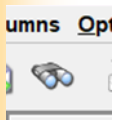
JEFFREY DOWNING, NETWORK CONTROL TECHNICIAN III KBI

Click the OK button in the popup. Messenger will automatically take you to the search folder in Messenger where you can view all messages on the current station which you are logged in.

AKKE	Date	Summary	Type	Source	User
CMND	10-09-17 13:25:00		SWITCH	TPKKBLL1	
HFR	10-09-17 11:42:30	QVAL: ORI=KSKBI0000 MON=10	HFS	TPKKBLL1	
HFR	10-09-17 11:42:23	QVAL: ORI=KSKBI0000 MON=09	HFS	TPKKBLL1	
AM	10-09-17 11:40:21		FTP_VAL	No User	
AM	09-02-17 06:05:10		FTP_VAL	TPKKBLL1	
AM	08-25-17 12:16:23	AM COLICHELP	NLET	TPKKBLL1	
AM	08-25-17 12:16:22	AM COLICHELP	NLET	TPKKBLL1	
HFR	08-15-17 14:09:14	QVAL: FILM DAT=1-1 MON=08	HFS	TPKKBLL1	
HFR	08-15-17 14:09:03	QVAL: ORI=K50871500 MON=08	HFS	TPKKBLL1	
HFR	08-10-17 10:18:46	QVAL: FILM DAT=1-3 MON=08	HFS	TPKKBLL1	
HFR	08-10-17 10:18:33	QVAL: ORI=KSKBI0000 MON=08	HFS	TPKKBLL1	
AM	08-08-17 09:43:45	AM COLICHELP	NLET	TPKKBLL1	

Received Time:	10-09-17 11:42:23
Summary:	QVAL: ORI=KSKBI0000 MON=09
<input type="checkbox"/> View Message Details	
NO SEPTEMBER RECORDS PENDING FOR VALIDATION BY AGENCY ORI/KSKBI0000	
HRI 4825134 IS: TPKKBLL1 259 AT 11:42 09OCT17	
OUT: TPKKBLL1 2 AT 11:42 09OCT17	

This is the same Messenger feature as searching via binocular button.



KCJIS KS User Groups

At the NE region meeting in September, the group received updates from the KBI Help Desk and benefited from good discussion and networking. The next meeting in NE KS will be on November 9th, starting at noon at the KBI HQ.

The SE region met on October 4th in Pittsburg, KS. The Kansas Highway Patrol (KHP) and Kansas Bureau of Investigation (KBI) provided updates, Don Gruver and Brodie Flavin from the Harvey County Communications Center provided a lessons learned session from Hesston shooter incident, 911 portal review by Lori Alexander – 911 liaison and Adam Chriss from Kansas Office of Emergency Communications introduced radio availability during emergency situations or major events. Our next meeting will be at the end of January in Garnett, KS.

Southcentral region had our first meeting on October 24th.

If you are unsure of which region you are in or would like to host a meeting in your area please contact Melissa Weisgerber at Melissa.Weisgerber@kbi.state.ks.us.

Interpol Images

Nlets announced that INTERPOL images are available via the Full Person Query (FPQ) message key. Images associated with a Person Record will return, providing law enforcement with additional resources to positively identify subjects in the field. The KBI Help Desk is working with the vendor to make this available for KCJIS switch users.

Corrections Data Source Decommissioned

As a reminder the following is a communication that was first provided on March 10th via KCJIS news section. The KBI and Kansas Department of Corrections (KDOC) have been forced to take their data transfer interface offline for security reasons. KDOC data queried via KCJIS was last updated 9/16/2015 and is not current. For most current data, please go to <https://kdocrepository.doc.ks.gov>. The KDOC and KBI are working to bring the interface back online and will advise when the data is current.

Emails in KACIS

The KBI is preparing for a new version of KACIS. Beginning October 29th, 2017 all KBI hosted KCJIS websites may prompt users to input email address and/or phone number which will be stored in KACIS. For your protection and privacy KBI Help Desk highly suggests that you input a valid work email address and/or phone number. If you do not have a work email address and/or phone number, please ask your agency Technical Agency Coordinator (TAC) for an appropriate agency email address and/or phone number to use.

KIBRS REPORTING DEADLINES FOR REMAINING 2017 REPORTS

MITCH BEEMER, INCIDENT BASED REPORTING MANAGER KBI

The Incident Based Reporting Section at the Kansas Bureau of Investigation (KBI) would like to remind all local law enforcement agencies of all upcoming deadlines for 2017 reports. The IBR Section does not guarantee inclusion in state and federal publications if your agency does not submit the required reports by the deadline.

October 16th, 2017: Third Quarter deadline. Submit July–September 2017 reports to the KBI headquarters. (You should also submit any un-submitted reports from January–July 2017.)

January 15th, 2018: Fourth Quarter deadline. Submit October–December 2017 reports to the KBI headquarters. (You should also submit any un-submitted reports from January–September 2017.)

February 22nd, 2018: Deadline to submit all 2017 Kansas Standard Offense and Arrest Reports to the KBI. This is the final deadline for submission of all 2017 reports. Data submitted by this deadline will be included in the FBI Crime in the United States publication and other annual statistic reports.

The Law Enforcement Officers Killed and Assault (LEOKA) reports, Supplemental Homicide Reports and the Zero Reports, are due by the 15th of the following month. For example, if an agency is sending data for the month of November, they should submit the November reports by December 15th. If the 15th falls on a weekend or holiday, the deadline is extended to the next business day.

NEW KIBRS REPORTING DEADLINES FOR 2018 REPORTS

MITCH BEEMER, INCIDENT BASED REPORTING MANAGER KBI

The Incident Based Reporting (IBR) Section at the Kansas Bureau of Investigation (KBI) would like to announce to all local law enforcement agencies a change to the reporting deadlines for the 2018 year.

To encourage more timely submission of reports and therefore more timely availability of the reports for the KCJIS website's Master Search and KIBRS Views Search, the IBR unit at the Kansas Bureau of Investigation is updating the reporting deadlines for the 2018 calendar year.

The new reporting deadlines for submission of all Kansas Standard Offense and Arrest Reports will be by the 15th of the following month. For example, any KSORs and/or KSARs completed for incidents and arrest that occurred in January 2018, will need to be submitted to the IBR unit by February 15th, 2018. For many agencies this change will have little if any effect on them as they are already submitting reports on a minimum of a weekly basis. For those agencies this change will effect, please bear in mind that this change to the deadline is still very lenient when considering K.S.A. 21-2501a requires reports be submitted within 72 hours of their completion.

The Law Enforcement Officers Killed and Assault (LEOKA) reports, Supplemental Homicide Reports and the Zero Reports, will remain on the same scheduled deadlines, and are still due by the 15th of the following month. So if an agency is sending data for the month of November, they should submit the November reports by December 15th. If the 15th falls on a weekend or holiday, the deadline is extended to the next business day.

The IBR Section does not guarantee inclusion in state and federal publications if your agency does not submit the required reports by the deadline.

MISSING PERSONS CLEARINGHOUSE DATABASE

JENNIFER SLAGLE, MISSING PERSONS CLEARINGHOUSE MANAGER KBI

The Missing Persons Clearinghouse Database can now be accessed by law enforcement and will soon allow the public to access profiles, consisting of images and information, of those who have been reported missing in Kansas with the hope of increasing the likelihood of finding those who are missing.

When a report of a missing person is made, the information is entered into NCIC and will then automatically be transferred to the Missing Persons Clearinghouse Database. We are asking agencies with open missing person's cases, which are validated in NCIC, to go to the Missing Persons Clearinghouse Database and upload images for new and previously opened missing persons cases.

Agencies may only upload images to a missing person's record where their agency is listed as the originating ORI.

Please ensure that written familial permission is obtained prior to uploading images. A copy of the permission form can be located in the Missing Persons Clearinghouse Database. The permission form will need to be retained by the law enforcement agency and a copy will need to be forwarded to the Kansas Bureau of Investigation (KBI) at Missing.Persons@kbi.state.ks.us.

How to Locate Records and Upload Images to the Database

All Kansas Criminal Justice Information System (KCJIS) users can gain access to the Missing Persons Clearinghouse Database through their Terminal Agency Coordinator (TAC). When a user logs into the KCJIS Web Portal (<https://kcjis.ks.gov>), there will be a Missing Persons icon next to the KCJIS Portal icon.

There are two ways to locate a missing person's record.

Option #1:

1. Search by "Active Agency Missing Persons" which is located on the home page of the Missing Persons Clearinghouse Database. Click on "View Records" and a list of all active missing persons records for your agency ORI will appear.

Option #2:

1. Click on the Missing dropdown button at the top of the screen and enter demographic criteria to perform a "Missing Persons Search."
2. The specific record you are searching for will appear.

To upload an image to a missing person's record, click on the "Add Images" link. This will take you to a file upload page where you can upload a single or multiple images at one time.

Unidentified Persons

Unidentified Persons are also located in the Missing Persons Clearinghouse Database and will be updated on the first of each month. The unidentified person information will not be available to the public.

If you have questions about the Missing Persons Clearinghouse Database, please contact Missing Persons Clearinghouse Manager Jennifer Slagle by email at Jennifer.Slagle@kbi.state.ks.us or by telephone at (785) 296-8221.

FIELD SUPPORT TRAINING

JESSICA CROWDER, PROGRAM CONSULTANT I KBI

The Kansas Bureau of Investigation (KBI) offers a variety of training opportunities. Classes offered include:

- 10 Print Fingerprint Identification
- Case Inquiry
- Central Message Switch/KCJIS Web Portal
- Criminal History Records
- KsORT
- Offender Registration
- Rapsheet Differences

By mid-November, we will be planning our field support training schedules for 2018. At that time we will update the Events and Training calendar on the KCJIS web portal which will include a brief synopsis of each class along with registration information. We encourage any agency willing to host a training to contact Jamie Funk at Jamie.Funk@kbi.state.ks.us or (785) 296-0945.

RAPSHEET ERRORS

JESSICA CROWDER, PROGRAM CONSULTANT I KBI

VANESSA RINE, PROGRAM CONSULTANT I KBI

Have you ever attempted to obtain a Rapsheet using the Master Search and receive the following error message?



There could be a couple of reasons why. Either there is a recent arrest on the record or the record needs to be updated. If you see this message, contact the Records Duty line at Record_Check@KBI.STATE.KS.US or (785) 296-2454 and we will update the record for you.

The Kansas Bureau of Investigation (KBI) often receives calls regarding errors on records asking how they can be corrected. If the error occurred on a fingerprint card submission, the originating agency may request to change data on a fingerprint card by filling out a Request to Change Criminal History form and sending it to the KBI Records Unit. To obtain the form go to the Forms tab of the KCJIS web portal. This form can ONLY be used to change information that was submitted on a fingerprint card and it must be signed and submitted by the originating agency.

If you need to delete an arrest completely, you will instead need to send a letter on your letterhead to request to delete the specific arrest. Please include the transaction number and all identifiers along with a detailed explanation of the reason you are requesting it to be deleted.

If the error is found in the court filing or final disposition, the submitting agency will need to send a corrected disposition and/or provide the journal entry so that the KBI can correct the error. Feel free to contact the Records Duty Line at (785) 296-2454 for further assistance with record errors.

REPORTING WARRANTS FOR KIBRS

BROOKLYNN BRECKENRIDGE, PROGRAM CONSULTANT I KBI

There have been numerous questions regarding how to report out of jurisdiction/out of state warrant arrests. Due to the confusion, we hope to provide some additional information and guidance.

If your agency arrests someone on a warrant from another jurisdiction in the state of Kansas, the clearance indicator on the arrest report MUST be marked "outside agency." This arrest report should be sent to the originating agency where they will then submit the arrest report to the Kansas Bureau of Investigation (KBI); you do not need to send the KBI the arrest report. If your agency prefers to send all offense and arrest reports to the KBI, it is absolutely crucial that the "outside agency" clearance indicator is marked. If an agency fails to accurately mark the clearance indicator, the arrest report will appear to have originated in your jurisdiction in which will require your agency to submit an offense report.

If you are fulfilling an out of state warrant, you may use K.S.A. 22-2401. This is the ONLY time you should use this statute. Again make sure the "outside agency" clearance indicator is marked. Please note that when the warrant is an in-state warrant, always use the statute of the actual crime committed when reporting to the KBI on any Kansas Standard Offense Report (KSOR), Kansas Standard Arrest Report (KSAR), fingerprint card, or final disposition.

If your agency has any further questions regarding this matter, please contact Brooklynn Breckenridge at Brooklynn.Breckenridge@kbi.state.ks.us or (785) 296-7945.

KCJIS USER GROUPS

MELISSA WEISGERBER, IT PROGRAM CONSULTANT KBI

Hello, Hello KCJIS User Groups!

There has been a great turnout at the KCJIS user groups meetings in the various regions.

- Our NorthEast Region has been meeting every other month with the next meeting being held November 9th at the Kansas Bureau of Investigation (KBI).
- Our SouthEast Region has been meeting every other month or once per quarter dependent upon schedules. The next meeting will be held towards the end of January.
- We held our first SouthCentral Region meeting on October 24th in Wichita. The next meeting has not been planned at this time.

Melissa Weisgerber has been maintaining active communication with SouthWest Region and is currently working on a first meeting in the Garden City area. There is also active communication with the NorthWest Region, with discussion on setting up the first meeting in the Oakley area. Lastly, the EastCentral Region (Kansas City area) is engaging in active communication to set up meetings. We will be meeting on November 3rd in Shawnee to further discuss the EastCentral Region.

If you missed any of these meetings or would like to be informed on future meetings, please contact Melissa Weisgerber at the KBI so that she can make sure that you get added to the emailing lists.

These meetings provide a great opportunity to speak up about system issues that you may be having, ideas you may have on how to improve processes, and discuss potential additional training that may be needed. We are here to help you.

Thank you so much to those agencies that are attending and hosting, and thank you to the speakers and presenters. This is what makes these groups and meetings successful.

Please contact Melissa Weisgerber for upcoming KCJIS user groups, if willing to host, speak, or topics you'd like to discuss.

Melissa Weisgerber

(785) 296-8281

Melissa.Weisgerber@kbi.state.ks.us



ECITATION**HEIDI LYNCH, PROGRAM CONSULTANT I KBI**

The Kansas Bureau of Investigation's (KBI) Information Services Division along with the KCJIS Committee, would like to announce the development of a new data collection and program, eCitation. This new program is designed to collect citation data from state and local law enforcement agencies, and then make that data available to law enforcement. eCitation will help provide more information to law enforcement officers when dealing with potential violators or suspects, and also help Prosecutors with their research. eCitation will have two methods for law enforcement agencies to submit their citations data to the KBI. One submission method will be by using the Citation Record Entry (CRE). The CRE is a webpage entry form in which officers will manually enter their citations which would then be sent to the KBI. The second method is electronically submitting citations to the KBI either from your agency's current Records Management System (RMS) or citations software. eCitation will also allow the user or Supervisory staff to view how many citations were issued by their agency, by a specific officer within their agency, and by type of violation and location of citations issued. We are currently in the internal testing phase of this project and hope to begin testing with law enforcement agencies by February, 2018. If you would like more information about eCitation, are interested in becoming a test agency, or would like to know if your RMS or citations software can submit to the KBI, please contact Heidi Lynch at Heidi.Lynch@kbi.state.ks.us or (785) 296-0492.

KIBRS REBUILD PROJECT DELAY**MITCH BEEMER, INCIDENT BASED REPORTING MANAGER KBI**

Due to circumstances beyond the control of the Incident Based Reporting (IBR) Unit at the Kansas Bureau of Investigation, the KIBRS Rebuild Project has been delayed. The current delay is projected to be approximately two years. This delay will change the start date of the project to approximately July 2019 and the completion date to July 2022.

The IBR Unit would like to thank all of the agencies who have supported this project up to this point. We very much appreciate the agencies who attended one of the statewide Needs Assessment meetings and those agencies that have provided thoughts and feedback regarding a new system to IBR staff through other means.

There have been numerous agencies interested in submitting electronically, but decided to put the process on hold until the new system was up and running. We would strongly encourage those agencies to begin the process of submitting electronic now, which will make the transfer to the new system much smoother.

The IBR Unit would like to ensure all state law enforcement agencies that even in light of this latest delay, we will continue our efforts to improve the state's Incident Based Reporting System and to find ways to further assist agencies in improving their IBR data.





The KCJIS Newsletter is published in cooperation of the Kansas Criminal Justice Coordinating Council and KCJIS Committee

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